

# DISABILITIES EMPHASIS PROGRAM

## PLAN OF WORK

FY-2009



Wayne Henderson

Disabilities Emphasis Program Manager

## OBJECTIVE 1 - Enhance and Promote USDA-NRCS Civil Rights Program and Equal Opportunity in South Carolina

<u>Action Items</u>	<u>Begin</u>	<u>End</u>
1. Work with Civil Rights Committee to review and update CR Plan Of Work as needed.	12/08	10/09
2. Assist Human Resources in Developing and implementing the AEP plan and review annually.	10/08	10/09
3. Assist in conducting Civil Rights/Quality Reviews in Field Offices, evaluating the strengths and weakness of the Statewide civil rights program delivery.	10/08	10/09
4. Maintain working Relationship with personnel at the SC Department of Vocational Rehabilitation throughout the year.	10/08	9/09
7. Assist with update of EO/CR poster and distribution to all offices.	12/08	12/09
8. Assist Human Resources in recruiting a diverse workforce and carrying out recruitment in accordance to AEP plan.	10/08	10/09
9. Assist with statewide Cultural Diversity Day (CDD). Support multi-agency partnership for CDD.	10/08	10/09
10. Help prepare an annual Civil Rights Report.	9/08	9/09

<u>Action Items</u>	<u>Begin</u>	<u>End</u>
11. Help select candidates for the Annual State Civil Rights/EEO Award.	10/08	9/09
12. Update the DEP portion of CR web site and to serve as a resource for employees and to promote the CR committee in South Carolina.	1/09	10/09
13. Request voluntary information on disabilities and accommodation needs for current workforce.	1/09	10/09
14. Work with Outreach Coordinator by getting building accessibility reports from field offices that are not user friendly and work with them to improve their standing.	10/08	10/09

## OBJECTIVE 2 - Help Provide Adequate Civil Rights Training to All Employees

<u>Action Items</u>	<u>Begin</u>	<u>End</u>
1. Provide updated information on issues affecting people with disabilities to the entire state.	12/08	9/09
2. Provide updated workplace violence information to the entire state.	12/08	9/09
3. Provide information relative to the Disabilities Emphasis Program during October.	9/09	10/09

## OBJECTIVE 3 - Assist in Outreach

<u>Action Items</u>	<u>Begin</u>	<u>End</u>
1. Write an annual plan of work for Disabilities Emphasis Program Manager	11/08	11/09
2. Attend the <i>Perspectives of Employment of Persons with Disabilities Conference</i> held in Bethesda, Maryland, for the entire Federal Government.	12/09	12/09
3. Attend the NRCS designated DEPMs Conference.	10/08	12/09
4. Write two articles on Persons with Disabilities or something else related to the DEP, to be included in Current Developments Newsletter.	10/08	9/09
5. Serve on state, regional, and national committees to discuss issues and concerns to persons with disabilities.	10/08	9/09
6. Provide counseling to Employees identified as disabled to determine if they are eligible for reasonable accommodations.	10/08	9/09
7. Survey the state and get success stories of people with disabilities and share them with the rest of the state.	1/09	9/09

## OBJECTIVE 4 - Assist in Providing Title VI and Title VII Training to Field Offices

<u>Action Item</u>	<u>Begin</u>	<u>End</u>
1. Assist in Title VI (programs) Title VII (employment)training	11/08	9/09
2. Assist the Outreach Coordinator in providing CR training module information.	10/08	9/09

